



**CITY OF BAXTER PARKS & TRAILS
COMMISSION MEETING AGENDA
April 25, 2016**

1. Call to Order
2. Approval of Minutes of March 28, 2016
3. Memorial Bench – OK Park
4. Riverwood Park – Request for Fitness Equipment
5. Oakwood Trail Update
6. Draft 5-year CIP
7. Construction Updates
 - A. OK Park Pavilion
 - B. Safety Netting – Phase 2
 - C. Whipple Beach ADA Observation Deck
8. Adjourn

PARKS & TRAILS COMMISSION MINUTES
March 28, 2016

The regular meeting of the Baxter Parks and Trails Commission was called to order at 4:00 p.m.

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioner Mari Holderness, Gail Brecht, Melissa Barrick and Council Liaison Quinn Nystrom

MEMBERS ABSENT: Ken Hasskamp

STAFF PRESENT: Community Development (CD) Director Josh Doty and Planner Matthew Gindele

OTHERS PRESENT: None

Approval of the Minutes

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to approve the regular meeting minutes of February 22, 2016 as presented. Motion carried unanimously.

OK PARK

Pavilion

CD Director Doty stated that in the packet is a memo addressed to City Council regarding the bids that were received for the new pavilion. The lowest bid received was for \$189,000.00 by Baratto Brothers. He indicated that this would appear to be within budget until additional city items were added to that number. The final number ended up being a lot higher than expected, totaling \$332,570.00 putting the project over by \$82,570.00. The differences were SAC/WAC charges and the way the project was bid. CD Director Doty stated that in order for the project to stay on schedule, staff had no choice but to move the project forward for Council approval prior to bringing the cost overage back to this Commission, therefore Council did award the contract to Baratto Brothers at their March 15, 2016 meeting. CD Director Doty stated that, with the extra cost of the OK Park pavilion, there will now be less money than previously thought in the parks dedication fund. He then asked if there were any questions of staff.

Commission Brecht asked what the additional \$39,000.00 was for when indicated "increase in bidding". CD Director Doty stated that there isn't a breakdown, just that businesses are busier than when Whipple Beach was constructed causing the cost of construction to rise. CD Director Doty reviewed the other bids with the Commission and stated that the costs could have been quite a bit higher. Chair Kalkofen asked what the \$80,000.00 towards picnic shelter materials were. CD Director Doty stated that it was likely for the cost of materials for the shelter.

Commissioner Barrick asked about the SAC/WAC charges, why they were charged out, being this is a city project. CD Director Doty indicated that the city does have to follow its own regulations regarding SAC/WAC because we will be using water and sewer and it is a state mandated regulation. Basically the fees are paid and allocated to the City like any other building project.

Chair Kalkofen asked how much was left in the parks dedication fund. CD Director Doty stated that there is less than \$100,000.00 in the fund when all of the 2016 items are complete. Chair Kalkofen asked if there are any big projects coming forth, CD Director Doty stated there was a lot of talk, however nothing that would generate a lot of money at one time.

Soccer Nets Cart

CD Director Doty stated that there is a picture in the packet and the cart has been purchased and on site. Commissioner Holderness asked if the school district was paying anything towards the cart. CD Director Doty

stated that the City was asked to purchase the cart and Council approved the purchase. It is part of the joint powers agreement that the City contribute some funding to the programs.

Safety Netting-Phase 2

CD Director Doty stated that the first week in April the second phase of netting will be going up on the field closest to Art Ward parking. Staff is working on this project earlier to accommodate the upcoming softball/baseball season and is coordinating the pavilion concrete work to be completed to allow for safe access to the existing restrooms. He indicated that staff put a lot of time into this schedule to accommodate the busy schedule of the park.

Score Board

CD Director Doty stated that the new score board is in the process of going up and should be close to completion by now. This was also a 2016 budgeted item.

Oakwood Trail Update

Planner Gindele stated that previously staff had been suggested to meet with Camp Vanasek to address any concerns regarding this trail. Staff has a meeting scheduled for April 5, 2016 with the camp's director and board members. Chair Kalkofen asked what side the trail was presented on to the camp; Planner Gindele indicated the lakeside of Oakwood Dr. Planner Gindele indicated that everyone is trying to be open minded regarding this trail so that the City can work well together with the Camp and the County on a trail that will benefit everyone.

Chair Kalkofen asked if there was an update on the grant funding. Staff indicated that they are still waiting to hear back.

CD Director Doty gave a brief explanation as to the safety concerns around this trail and the reasons for wanting the trail on the lake side of the road.

Whipple Beach ADA Observation Deck

No discussion

Riverview Park Boardwalk

CD Director Doty stated that the boardwalk is in and provided pictures in the packet. Chair Kalkofen asked if staff had built the boardwalk, CD Director Doty stated he was not sure but could report back at the next meeting. Chair Kalkofen stated that was not necessary and just want to let those responsible know that it looked good.

Draft 5 Year CIP

CD Director Doty indicated that he placed this item on the agenda just as an update to the pavilion costs and to see if there were any additional comments. He further stated that if the Commission is ready, they adopt the plan and move it forward for Council approval. Chair Kalkofen would like to see the Commission review this and respond at the next meeting.

Parks Opening Early

CD Director Doty stated that the parks usually open the first week in May, this year they will be opening around April 15, 2016. CD Director Doty stated that they have already seen people in the parks on nice days. Commissioner Brecht asked if the parks staff was going to place a plastic recycling can in the basketball court; she further stated that it seems like the basketball players won't often walk outside of the court to throw away their plastic bottles and just leave them on the court instead. CD Director Doty stated he can ask, Commissioner Brecht stated she could also ask when she sees the parks workers in the park.

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The Commission noted that they have seen children playing and utilizing the parks.

Thoughts from the Chair

Chair Kalkofen stated that he is officially retiring from his job, for the second time. With retirement, his wife and he are going to be moving to Montana to be closer to their children and grandchildren. The Commission and staff indicated that they it was unfortunate to see him leave, but also understand the exciting news he has shared.

Other Business

The next scheduled meeting is April 25, 2016 at 4:00 pm.

Adjournment

MOTION by Commissioner Brecht, seconded by Commissioner Barrick to adjourn the meeting at 4:42 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Jim Kalkofen

Shanna Newman, CD Administrative Assistant

Parks and Trails Commission Memorandum

To: Parks and Trails Commission

From: Matthew Gindele, Planner

Date: April 25, 2016 Parks and Trails Commission Meeting

Subject: Memorial Bench at Oscar Kristofferson Park

Staff has received an application and donation for a memorial park bench from Joy Zurich to be dedicated to Richard Ruzich. The preferred location for the bench is between the softball fields at Forestview; however, this location is neither City property nor is it maintained as City property so the bench may not be placed in this location. The applicant's second preference is between the ballfields at Oscar Kristofferson Park (site location map attached) and would like the engraving inscription to read "In Honor of Richard Ruzich". Staff met with the applicant at OK Park on Wednesday April 20, 2016 to review the area for suitability for placement of a bench. During the site visit, it was established that the applicant's desired location for the bench at OK Park is on the school's property; however, the entire park is maintained and improved by the City. Staff contacted the school to inquire if there would be an issue with placing the bench in the desired location on school property; the school indicated that there would be no issue with it. Therefore, staff determined that the applicant's second preference location is suitable for the bench and will not require any site improvements beyond installation nor will it interfere with planned future improvements to the park. The applicant has requested the bench to be fully installed before Father's Day; staff has prepared a timeline for installation that should be able to meet this request.

Staff recommends that the Parks and Trails Commission accept the applicant's donation of \$1,500.00 and approve the proposed bench location and engraving inscription as described in this Memo.

ATTACHMENTS:

- 1) Completed Application
- 2) Site Location Map



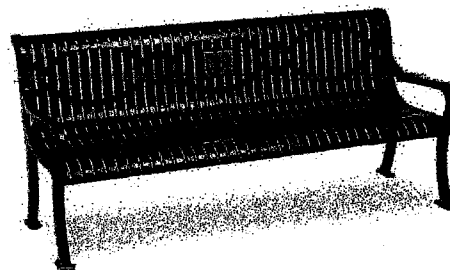
CITY OF BAXTER

Date Paid 4-5-16 Rec'd.
Receipt#
DONPKBENCHMEM
(2201-04.36434)

Memorial Park Bench Donation

A memorial park bench is a great way to remember a loved one, or friend or as a way to donate to the City's park and trail system.

The bench cost (including personalized plaque engraving and concrete base) is approximately \$1,500.



Bench Donation Policy

- One style of bench has been chosen to maintain consistency within the City's park system.
- After an application and donation/fee is submitted, staff will review the specific location requested by the applicant. If City staff is concerned with the proposed location, staff will work with the applicant to try to find an acceptable alternative location. If a location cannot be agreed upon, the donation fee will be refunded to the applicant. The City of Baxter has final discretion regarding bench locations to make sure that the location does not impact future improvement planning within the City's parks.
- Once an acceptable location is recommended, staff shall present the application to the City's Park and Trails Commission for their recommendation and will forward the application to the City Council for final consideration and acceptance of the donation. After final approval is granted by the City Council, staff will order the bench and personalized plaque.
- The City's Park Maintenance staff will pour the concrete pad and install the bench (during warm weather conditions).
- The bench is made of metal and bolts to a concrete pad to allow for a long life expectancy. However, the City is not obligated to replace the bench if damaged or if it is beyond its useful life. If the bench is in need of replacement, the city will attempt to contact the applicant before removing the bench. If the bench is damaged such that there is an immediate threat to public safety, the City shall have the authority to remove the bench.

Application to Order a Bench

Applicant Name: Joy Ruzich
Address: 14401 Shoreview Drive Baxter MN 56425
Street City State Zip
Phone (W): _____ Phone (H): 218-829-7202 Email Address: Joy.ruzich@gmail.com
Name of Person to be Honored: Richard Ruzich

Engraving Inscription

- | | | |
|--|---|---|
| <input type="checkbox"/> In Memory of | <input type="checkbox"/> In Honor of | <input type="checkbox"/> Dedicated to the Memory of |
| <input type="checkbox"/> In Loving Memory of | <input type="checkbox"/> In Honor and Memory of | <input type="checkbox"/> Given in Loving Memory of |
| <input checked="" type="checkbox"/> Dedicated to | <input type="checkbox"/> In Appreciation of | <input type="checkbox"/> Donated by |

Requested Bench Location including Park Name and Preferred Location: Choice #1 Between ball fields at Forestview (Near entry) #2 between ball fields at Oscar K. park ^{Soft}

By signing, I have read the above bench donation policy and agree to the terms listed.

Applicant's Signature: Joy A. Ruzich Date: 4/4/16
Applicant's Printed Name: Joy A. Ruzich

Baxter City Hall, PO Box 2626, 13190 Memorywood Drive, Baxter, MN 56425

www.baxtermn.gov Email: cityhall@baxtermn.gov

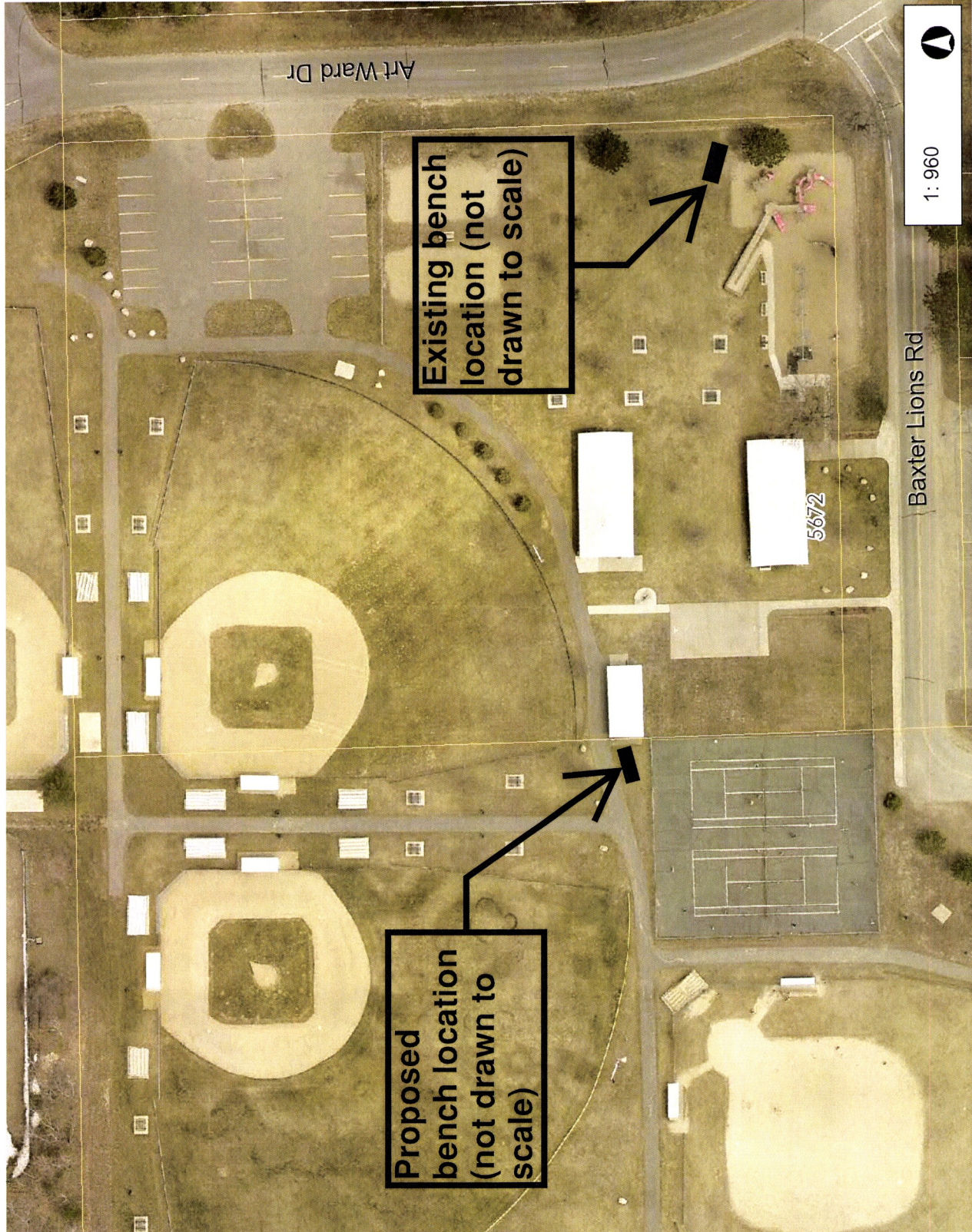
Community Development (R)/Parks/Memorial Park Bench Application Policy

→ Would like to know locating before installation.



Legend

- Streets
- Locations
- Current
- Pending
- Vacant
- Retired
- Other
- Parcels
- Land Use Cases
- Encumbrances
- Historical Parcels
- 2013 Imagery
- Red: Band_1
- Green: Band_2
- Blue: Band_3



**Proposed
bench location
(not drawn to
scale)**

**Existing bench
location (not
drawn to scale)**

160.0 0 80.00 160.0 Feet

NAD_1983_HARN_Acjd_MN_Crow_Wing_Feet
City of Baxter

1: 960



Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

To: Baxter Parks & Trails Commission
From: (John) Lyle Patrick
6589 Parkview Circle
Baxter, MN 56425
Cell: 419-262-3518
Email: LP9185@gmail.com
Re: Riverview Park Proposal
Date: April 19, 2016

Background:

I am submitting a proposal for your consideration in hopes of providing an enhancement to Riverview Park for community benefit. My family moved to Baxter in the fall last year (2015) and I live approximately ½ mile from the park. My family (wife and 3 children) and I enjoy running, taking walks or riding bikes to the park and around the paved loop. The completion of the wooden bridge has allowed for a complete loop to be made which is much appreciated. I regularly see other individuals and families doing the same as me and my family. Recently I have begun running to the park from my home and then make 3-4 laps around the loop. Each lap I stop at the picnic table to do some type of strength exercise. i.e. push-ups, sit-ups, dips, etc. This got me thinking and is the reason for me to submit the following proposal for your consideration.

Proposal:

I am proposing to install an outdoor fitness station similar to the pictures below. The station below is called a Stamina® outdoor fitness power tower. The small, compact station could be used for a variety of strength exercises including; Pull-ups/chin-ups, dips, vertical knee raises, push-ups, and sit-ups. I am proposing to put in a concrete pad in order to create a stable base and to be able to bolt the fitness station down to like the picnic tables currently are. The overall footprint of the fitness station would be approximately L 49 in x W 50 in. The concrete pad would need to be at least this size of the base, but preferably 5'x10' or so in order to keep a person doing push-ups and sit-ups off of the grass. I would propose it be located at the North East portion of the park path (the end with the portable restrooms for reference). From a web search I found that the version pictured below runs approximately \$300.00. While it appears to be fairly rugged, I do not know if this model would be rated for public use. While I have not done a demographic study of park use, my observation tells me that the fitness station would be a welcome addition.

Reference Pictures:



I understand public funds can be tight and I am willing to donate my time to help with the project in order to defer as much cost as possible. This is just one idea of what I imagine many possible projects for you to consider. While I am hopeful this proposal might be well received, I fully respect any decision you make.

Thank you in advance for taking the time to give this thoughtful consideration. Should you have any questions, comments, or feedback, please don't hesitate to let me know.

Best regards,

Lyle Patrick



**City of Baxter
Capital Improvement Plan
Park Improvements**

Year	Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2016	A Oscar Kristofferson Park Pavilion	332,570		X			
2016	B Oscar Kristofferson Baseball Safety Netting Phase 2	20,000		X			
2016	C Multi-Modal Design Study					30,000	
2016	D Parks ADA Accessibility Study					10,000	
2016	E Park Recycling Containers		X				
2016	F Oscar Kristofferson Score Board	4,500		X			
2016	G Picnic Tables	5,500		X			
2016	H Garbage/Recycling Containers	4,500		X			
2016	I Benches	1,500		X			
2016	J						
2016	K						
2016	L						
2016	M						
2016							
2016	TOTALS	368,570	-	-	-	40,000	



City of Baxter
Capital Improvement Plan
Park Improvements

Year	Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2017	A Highway 371 Pedestrian Bridge Study					60,000	
2017	B Jewelwood Park to Clearwater Road Trail	140,000		X			
2017	C Whipple Beach LED Parking Lot Lighting					10,500	
2017	D Oscar Kristofferson Park Score Board	4,500		X			
2017	E Oscar Kristofferson Baseball Safety Netting Phase 3	20,000		X			
2017	F Safe Routes to School - Forestview Improvements	130,000	80,000	25,000		25,000	ISD 181 to fund other
2017	G Picnic Tables	5,500		X			
2017	H Garbage/Recycling Containers	4,500		X			
2017	I Benches	1,500		X			
2017	J						
	K						
2017	L						
2017	M						
2017	N						
2017	TOTALS	306,000	80,000	25,000	-	95,500	



City of Baxter
Capital Improvement Plan
Park Improvements

Year	Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2018	A Edgewood, Dellwood, Excelsior, Clearwater Ped. Study					30,000	
2018	B Oscar Kristofferson Park Basketball/Tennis Courts	250,000		X			
2018	C Picnic Tables	5,500		X			
2018	D Garbage/Recycling Containers	4,500		X			
2018	E Benches	1,500		X			
2018	F						
2018	G						
2018	H						
2018	I						
2018	J						
2018	TOTALS	261,500	-	-	-	30,000	



City of Baxter
Capital Improvement Plan
Park Improvements

Year	Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2019	A Oakwood Trail (TAP Grant)	266,653	101,547	135,106			
2019	B Picnic Tables	5,500		X			
2019	C Garbage/Recycling Containers	4,500		X			
2019	D Benches	1,500		X			
2019	E						
2019	F						
2019	G						
2019	TOTALS	278,153	101,547	135,106	-	-	
2020	A Whipple Beach Perimeter Trail	132,937		X			
2020	B Picnic Tables	5,500		X			
2020	C Garbage/Recycling Containers	4,500		X			
2020	C Benches	1,500		X			
2020	C						
2020	C						
2020	D						
2020	E						
2020	TOTALS	144,437	-	-	-	-	
2016-2020 TOTALS		1,358,660	181,547	160,106	-	165,500	